

# ***UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT***



## **Position Vacancy Announcement**

**ANNOUNCEMENT NO.:** CAFC-19-02

**OPEN:** March 15, 2019  
**CLOSE:** March 29, 2019

**POSITION TITLE, GRADE  
AND SALARY:** Judicial Assistant  
JSP 9 - JSP 11 (\$56,233 - \$88,450)  
Salary in accordance with recruitment and promotion rules

**LOCATION OF POSITION:** United States Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

### **Position Summary**

The Judicial Assistant will provide administrative and case related support to an Article III federal judge. Responsibilities of the position include, but are not limited to:

Oversee the day-to-day operational management of chambers. Coordinate all general activities and serve as liaison for the physical needs of the chambers, such as heating/cooling, lighting, and cleaning. Maintain office supplies and arrange for service and repairs of equipment, as needed.

Prepare and edit correspondence and legal documents. Process memoranda, opinions, motions, vote sheets, and other legal documents from the judge, other chambers, and the Office of General Counsel. Ensure integrity of sensitive and confidential information.

Maintain the judge's docket of cases via the court's case management/electronic case filing system (CM/ECF). Coordinate the work with the Clerk's Office and other chambers staff within the court.

Schedule appointments, arrange meetings, and coordinate speaking invitations. Maintain calendars and travel itineraries. Research and handle travel arrangements. Assist with the preparation of travel vouchers in accordance with policies and regulations.

Provide guidance to law clerks and interns regarding chambers administrative procedures. Coordinate the appointments and separations of chambers staff with the court's Human Resources office.

Receive and screen visitors, telephone calls, and incoming correspondence. Process outgoing mail, including mail that requires special handling.

Gather, research, and analyze detailed data. Prepare reports and presentations on findings.

Create, maintain, and update electronic and paper files, including case files. Assist with copying, scanning, and locating files and documents.

Perform a wide variety of special projects at the request of the judge.

### **Required Education and Experience**

The ideal candidate will possess a strong administrative or paralegal background which provided strong organizational skills; a knowledge of legal documents and terminology; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, senior staff, and the public; the ability to maintain confidentiality and loyalty; a strong knowledge of and skill in using personal computers and applications, such as word processing, spread sheets, e-mail, and the internet; knowledge of electronic case management/filing systems (CM/ECF); skill in using standard office equipment (multi-line telephones, copiers, fax machines, scanners, etc.); skill in assisting with planning, organizing, and handling logistical arrangements for meetings and travel; the ability to follow detailed instructions and multitask; and the ability to conduct detailed legal, technical, and analytical research.

#### **Education**

High school diploma or equivalent.

#### **Experience**

**JSP 9:** Six (6) years of administrative experience of which four (4) years must be progressively responsible experience in the legal field.

JSP 10: Seven (7) years of administrative experience of which five (5) years must be progressively responsible experience in the legal field.

JSP 11: Eight (8) years of administrative experience of which six (6) years must be progressively responsible experience in the legal field.

**Educational Substitutions:**

1. Education in a college, university, or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.
2. A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience.
3. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one year will be credited on a pro-rata basis.

**Application Process and Information**

To be considered application packages must include ALL of the following:

1. Cover letter wherein the applicant describes the knowledge, skills, abilities, and experience that would make her/him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. Application for Employment ([Form AO-78](#) – *Visit the court's website at <http://www.ca9c.uscourts.gov/human-resources>*). Description of work must be completed for each section of Work Experience.

Complete application packages containing the items above may be sent by email to [hr@ca9c.uscourts.gov](mailto:hr@ca9c.uscourts.gov).

**Other Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is an Excepted Appointment and At Will position. Federal government civil service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI fingerprint and background check. This position is subject to EFT (direct deposit of earnings).

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful

permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

*The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.*